



CHROMERIVER EXPENSE

Vehicle Fuel

Expense Reports

Expense Reports are submitted to reimburse travel expenses after the trip is completed.

Expense Reports must be submitted within 60 days after the trip is completed. Requests turned in 90 days after the trip will be paid through Chrome River and taxed as income through Payroll per IRS guidelines.

Accounts Payable will approve or return the Expense Report for correction within 7 workdays.

All employees must receive travel reimbursements via direct deposit. The Accounts Payable Direct Deposit must be set up in Leo Online.

CAPP Topic 20335 references Expense Reports on page 7 and requirements for travel reimbursements on pages 9-10.

<https://www.doa.virginia.gov/reference.shtml#CAPP>

Expense Reports

Steps to create an Expense Report:

1. Click on Create which is under Expense on the Dashboard
2. Complete the Expense Report Header
 - Report Name – Type a unique name.
i.e. – Conference Name, Location and Date
 - Start Date – Input the date you will depart on the trip
 - End Date – Input the date you will return from the trip
 - Travel Type - Select Domestic US, International or Small Business Expense
 - Travel Reason – Click the drop-down arrow to select a reason
 - Destination – Input the place where you will travel to
 - Business Purpose - Provide a business reason for the trip
3. Click Save

Expense Reports



Approvals

Approvals Needed

2 Expense Reports

0 Pre-Approvals

Expenses

1

+ Create

1
Draft

0
Returned

View All
Submitted

Do you need help with finding your department's team? If so, please use our [Travel Process](#)



Big Blue Team - Sharon Kelly
3-5435



Lion Team - Erica Paredes
3-6831

Mon:

Expense Reports



MELISSA SNOWDEN
Old Dominion University

PDF ▾

Images

Cancel

Save

2

Expenses For MELISSA SNOWDEN

Report Name

AGA Conference/Philadelphia PA/April 2024

Pay Me In

USD - US Dollars

StartDate

04/10/2024



EndDate

04/12/2024



Travel Type

Domestic US ▾

Travel Reason

Conference ▾

Destination

Philadelphia PA

Business Purpose

Professional Development

3

Vehicle Fuel

Steps to input Vehicle Fuel expenses:

1. Click on the expense tile for Ground on the right or click on the plus symbol (+) to the left of Add Expenses to view the expense tiles
2. Select Vehicle Fuel and complete the form
3. Date - Input the receipt date or date the flight was purchased
4. Amount – Input the reimbursable amount shown on the receipt
5. Fuel For – Click on the drop-down arrow and select Rental. If fuel purchased for a state vehicle, input the Make and Model of the state vehicle, and the license plate number. Fuel cannot be reimbursed for personal cars. Claim mileage for use of a personal car.
6. Comments - Optional

Vehicle Fuel

The screenshot displays a user interface for an expense management system. At the top right, the user's name 'MELISSA SNOWDEN' and affiliation 'Old Dominion University' are shown. A navigation menu on the left includes 'Add Expenses' (highlighted in yellow), 'Create New', and 'eWallet' with sub-items: 'All', 'Trips', 'Offline', 'Personal Account', and 'Recycle Bin'. The main content area features a grid of expense categories. A red arrow points from the 'GROUND' category (marked with a red box '1') to the 'VEHICLE FUEL' sub-category (marked with a red box '2'). Other categories include AIR TRAVEL, MEALS, HOTEL, CAR RENTAL, MILEAGE, PARKING, PUBLIC TRANSIT, RAIL, RAIL UPGRADE FEES, and TAXI/SHUTTLE.

Vehicle Fuel



MELISSA SNOWDEN 
Old Dominion University

Cancel

Save



Vehicle Fuel

Date

3

04/14/2024



Amount

4

25.00



USD

Fuel For:

5

Rental



Comments
Optional

6

Vehicle Fuel

Steps to input Vehicle Fuel expenses:

7. Receipts/Doc Attached – Click on Receipts Attached and attach receipts as one pdf file after all expenses are input or individually
8. Paid on PO or University PCard – Click the box to check it if the department charged the PCard or a PO. Expenses paid on a PO or PCard will not be reimbursed. Leave the box unchecked if the fee was charged to a personal card or an individual travel card.
9. Allocations – Input the department budget code on the first line and the subaccount (expense code) for gasoline (6203) on the second line. Click Add Allocation if expenses must be split to charge a second budget code.

Vehicle Fuel

Steps to input Vehicle Fuel expenses:

10. Attachments - Save receipts as one pdf file on the desktop or individually. JPG, PNG, OFD, and TIFF files may also be uploaded.

Attach the pdf file in Chrome River using one of the two methods shown below:

- a. Drag and drop the pdf file in the area marked as Drag image here to upload, or
- b. Click on Add Attachments and locate the pdf file to attach

11. Click Save

Vehicle Fuel



MELISSA SNOWDEN 
Old Dominion University

11

Cancel

Save

Receipt/Docs Attached

7



Paid on PO or University PCard

8



Allocation

9

1PC01 ACCOUNTS PAYABLE 011001

Gasoline - 6203

 Add Allocation

Comments (0)

Add Comment

Post

Attachments (0)

10



Drag image here to upload

Add Attachments 